



## **TOWN OF WINCHESTER** **FIELD PERMIT POLICY**

### **Statement of Purpose:**

Due to the growing demands on playing fields in the Town of Winchester. Winchester Recreation has developed the following field permit policy to assist in the scheduling and permitting of Town of Winchester Fields and Outdoor Spaces. The policy as written is intended to provide guidelines that will assist in the equitable distribution of playing fields.

### **Permitting Priority:**

The Town of Winchester has set the following priority for field distribution:

- 1) Winchester High School teams and all Winchester Public Schools uses, Monday – Friday until 5:00 PM during the school year. Varsity games shall be played to completion.
- 2) Winchester Recreation Programs, Winchester Youth Organizations, Winchester Town Leagues and Sports Organizations, Monday – Friday after 5:00 pm, are defined as any organization that is requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 90% Winchester Residents under the age of 18.
- 3) Private, Parochial and non-Winchester Public Schools located within the Town of Winchester, Monday – Friday until 5:00 PM during the school year. Varsity games shall be played to completion.
- 4) Winchester Adult Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Rosters must contain at least 60% Winchester Residents of the age of 18 or older.
- 5) Winchester Residents –defined as any person(s) with either residence and/or employment in the Town of Winchester.
- 6) Non-Resident Organizations- Any Sports Organization requesting one or more fields for four or more dates during a specific season. Roster must contain less than 90% Winchester Residents
- 7) Non-Residents- defined as any person(s) with residence and employment outside the Town of Winchester.

### **Permitting Procedures:**

#### *For Individuals and Teams Seeking Permits*

- A. Complete Field Request Forms- Fill out appropriate field permit request form.
- B. The fields should be permitted at least 48 hours in advance of the date requested.
- C. You may inquire about field availability via phone (781-721-7125), but written requests must be received at least 48 hours in advance before a permit can be issued.
- D. Submit Rosters- Each team is required to submit roster lists of all participants, which must include registrants' addresses 2 weeks prior to first practice/game date requested. This information will be used to determine resident and non-resident qualification.
- E. Submit a copy of their professional liability insurance policy naming the Town of Winchester as additionally insured to Winchester Recreation at the time of request.
- F. Submit Payment for Permit(s)- Due one week prior to first date requested. Checks must be made out to WINCHESTER RECREATION.

### **Permit Rates**

SEE ATTCHED WINCHESTER FIELD FEE CHART

***For Sports Organizations Seeking Permits***

**STEP ONE**

A. Complete Field Request Forms- Fill out appropriate field permit request form (1 form per field).

| <b><u>Season</u></b>             | <b><u>Deadline</u></b> |
|----------------------------------|------------------------|
| Spring (April 1 - June 30)       | January 30             |
| Summer (July 1 - August 31)      | April 30               |
| Fall (September 1 - November 30) | July 30                |

B. Only the league presidents or athletic directors shall apply for the fields necessary for all home games and practices throughout the season by the designated deadline.

C. Submit Preliminary Schedule- The league presidents or athletic directors shall submit some form of preliminary schedule at this time. This preliminary schedule may be a copy of last year's permits, and will act as an estimator of all field needs for the specified season. The preliminary schedule must be handed in at the time of the initial field application.

D. Submit Liability Insurance- Organizations are asked to submit a copy of their organizations liability insurance (minimum of \$1 million dollar coverage) naming the Town of Winchester as an additional coinsured with their initial field application. If an organization does not have liability insurance this must be stated in writing at the time of their initial field application.

**STEP TWO**

A. Submit Final Schedule- The league presidents or athletic directors must then finalize his/her schedule. A final schedule must be handed into Winchester Recreation no later than 2 weeks prior to the first game date requested by that organization. The number of HOME games will determine field permit fee for the season. This schedule will show the following:

- 1) All scheduled home and away games for the season.
- 2) All possible play-off dates. \*\* Only if the league or coach wants these dates reserved. If the league or coach does not want to reserve play-off dates, they may request any dates needed at the end of the season. Permits will be granted on a first come, first serve basis.

B. Submit Coaches Mailing List- The league president must submit an updated copy of his/her organizations coach's list with coach's name, team name and team color.

**STEP THREE**

A. Submit Payment for Permits- Due prior to first game date requested. Checks must be made out to WINCHESTER RECREATION.

**Permit Rates**

SEE ATTACHED WINCHESTER FIELD FEE CHART

**Fees Collected:**

The fees collected by Winchester Field Fee serve three functions:

- 1) 100% of the fees collected (Turf Fee excluded) will be used to supplement maintenance and repairs to Town Fields and Playgrounds, Basketball Courts, Leonard and McDonald Tennis Courts and Capital Field Projects..
- 2) 100% of the Turf Fee collected will be used to supplement the replacement of the synthetic carpet and maintenance and repairs to the Turf Field.

**Field Closings For an Extended Period of Time (more than one day)**

Under the following condition, the Department of Public Works and Recreation Department, may determine that a field is closed to all users. These conditions include, field under water, severe damages that make it unsafe/unplayable, field reconstruction and the need to rest fields. Information on field closings can be accessed by the recreation's website, [www.winrec.com](http://www.winrec.com), and will be communicated to league presidents and athletic directors. It is the responsibility of league presidents and athletic directors to notify their coaches and players.

Field Closings Due to Inclement Weather (same day)

Due to unpredictable weather conditions and the different effects the weather has on various fields, it's up to each individual organization to determine if a field is playable for a practice or a game. If an organization determines that a field is unplayable on a particular day, it is the responsibility of league presidents and athletic directors to notify their coaches and players and send an email or phone message to the Recreation Director. Organizations/Leagues who choose to play during inclement weather and cause damage to a field will be held liable for the damage and risk having permits for that field revoked.

Make-up Dates

Should be handled by each league president or Athletic Director using his or her existing permits. Requests may be made for additional permits for make-ups if they cannot be accommodated within their existing permits. Winchester Recreation will make a concerted effort to find available field space.

New Town Leagues/Current League Expansion

A new league is defined as any league that is not currently permitted field space from the Town of Winchester as of the approval of this policy. League expansion is defined as any growth in the number of teams or games within an existing league. Any new in town league requesting Town of Winchester field space or any existing league looking to expand is required to submit a written proposal to the Field Management Committee. Representatives from the league are required to appear in front of the Field Management Committee.

Basketball Court/ Tennis Court

\* Public use of the tennis courts (Excluding the Packer/Ellis Tennis Courts) and basketball courts is handled on a first come, first serve basis. Although, individuals or organizations may request a permit for a court for usage for a fee of \$20 for 2-hour blocks of time per court.

Large Group or Special Event Permits

Any special event with expected attendance over 150 people. Signatures from other department heads is required and approval of the Field Management Committee and Board of Selectmen is required.

Clinic/Camp Field Fee

Non-Winchester Recreation Clinics/Camps are defined as any clinic that is offered within the Town of Winchester that is not sponsored by Winchester Recreation. Camps must meet the Health Department of the Town of Winchester regulations. Groups must also submit a copy of their professional liability insurance policy naming the town of Winchester as additionally insured to Winchester Recreation at the time of request. Non-Winchester Recreation Clinics will be assessed fees according to the following fee schedule: Fees Based on 15% of Gross Income.

| Clinic Fee<br># of Participants | \$0 - \$30 | \$31 - \$50 | \$51 - \$100 | \$101-\$200 | \$201 + |
|---------------------------------|------------|-------------|--------------|-------------|---------|
| 0-20                            | \$90       | \$150       | \$300        | \$400       | \$750   |
| 21-40                           | \$180      | \$300       | \$400        | \$1,200     | \$1,500 |
| 41-60                           | \$270      | \$450       | \$600        | \$1,800     | \$2,250 |
| 61-80                           | \$360      | \$600       | \$1,200      | \$2,400     | \$3000  |
| 81-100                          | \$450      | \$750       | \$1,500      | \$3000      | \$3,750 |
| 101-150                         | \$675      | \$1,125     | \$2,250      | \$4,500     | \$5,625 |
| 151-200                         | \$900      | \$1,500     | \$3,000      | \$6000      | \$7,500 |
| 201+                            | \$1,125    | \$1,875     | \$3,750      | \$7,500     | \$9,375 |

Private Camps, Clinics, and Tournaments: A non-refundable deposit of \$25 per field is due when the field permit application is submitted. Full payment must be received at least 30 days before the date of the event. If the event is cancelled, a refund will be issued depending on the amount of notification given to the Recreation Department prior to the event:

- 0-30 days: No Refund
- 30-60 days: 50% Refund (excluding non-refundable deposit)
- 60 or more days: Full Refund (excluding non-refundable deposit)

Non-Winchester Recreation Clinics will be responsible for submitting a completed registration list and payment to Winchester Recreation on or before the first permitted field date.

#### VIOLATIONS

Any violation of the permit policy can result in loss of permits and future permit requests. Possible fines may be applied in cases of destruction of property due to vandalism, misuse of permit, use of field without a permit or use of a field when fields are deemed closed. The Recreation Director reserves the right to revoke a permit for any reason.

#### SCHEDULING CONFLICT

In case of a scheduling conflict the placement will follow the Winchester High School Sports Seasons. The priority will be given to the Winchester based organization or team that is in season with the Winchester High School Varsity Sports.

#### APPEAL PROCESS

Must be made in writing to the Recreation Director. If after further discussion and individual or group are still not satisfied, a request can be made to present appeal to the Field Management Committee at their monthly meetings.

The Field Policy and Fees will be reviewed Annually after the first year by the Field Management Committee.

Date updated: April 5, 2012.

## Winchester Recreation Field Permit Fee Schedule

Administrative Fees: *These fees apply to all Town grass fields. Use of Ginn lights, and the synthetic turf field at Manchester Field is subject to additional fees.*

**Fees are based on per person unless otherwise noted.**

|   | <b>Permit<br/>Non-Light</b>            | <b>Permit<br/>Ginn Lights</b> | <b>Turf<br/>Permit</b>  | <b>Turf and<br/>Press Box<br/>Permit</b> |
|---|--|-------------------------------|---|--|
| <b>Tier 1</b><br>Public Schools and Town<br>Departments, Recreation   | No Charge                              | \$30 per hour<br>light fee.   | No Charge   | No Charge                                |
| <b>Tier 2</b><br>Winchester Youth<br>Organizations 90%<br>Winchester Residents  | \$7 per participant<br>fee/per season  | \$30 per hour<br>light fee    | \$125 per hour  | \$150 per hour                           |
| <b>Tier 3</b><br>Non Winchester<br>Residents (Includes<br>Winchester<br>Organizations with non<br>resident participants.) | \$50 per participant<br>fee/per season | \$45 per hour<br>light fee.   | \$125 per hour<br>plus a \$40*<br>maintenance<br>personal fee | \$200 per hour                           |
| <b>Tier 4</b><br>Winchester Adult Sports<br>Organizations, Casual<br>and One Time Users                                   | \$20 per hour                          | \$45 per hour<br>light fee.   | \$125 per hour<br>plus a \$40*<br>maintenance<br>personal fee | \$200 per hour                           |
| <b>Tier 5</b><br>Tournaments  | \$125 per field                        | \$65 per hour<br>light fee.   | \$125 per hour<br>plus a \$40*<br>maintenance<br>personal fee | \$200 per hour                           |

\*\$40 Maintenance Fee Subject to change.

NOTE: Field fees are for a one-hour reservation unless otherwise noted. The Administrative Fee is charged to the lighted fields only one time per evening per organization (reservations from 6:00-10:00 P.M.). Tier 5 Use/Fees are 8 A.M. – 5P.M. Monday through Friday per field. Private camps and tournaments may be required to rent portable toilets and pay police details and DPW overtime for their event.

Private Camps, Clinics, and Tournaments: A non-refundable deposit of \$25 per field is due when the field permit application is submitted. Full payment must be received at least 30 days before the date of the event. If the event is cancelled, a refund will be issued depending on the amount of notification given to the Recreation Department prior to the event:

- 0-30 days: No Refund
- 30-60 days: 50% Refund (excluding non-refundable deposit)
- 60 or more days: Full Refund (excluding non-refundable deposit)

| <u>SEASON</u> | <u>DATES</u>                |
|---------------|-----------------------------|
| Spring        | (April 1 - June 30)         |
| Summer        | (July 1 - August 31)        |
| Fall          | (September 1 - November 30) |

**General Information:**

- 1) The Town of Winchester assumes no liability for injury to persons using Town owned school grounds, parks and/or playfield properties. **Use is at the risk of the user.**
- 2) ALL ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON ANY TOWN PROPERTY.
- 3) Any use deemed inappropriate by the Recreation Department and/or the Town of Winchester, including, but not limited to, non-compliance of this policy, may result in the revocation of the Field Use Permit.
- 4) All field use permits are conditional upon weather and field conditions. Users will be expected to use good judgment in terms of using a field during periods of inclement weather, when field conditions are such that play would cause extensive damage to the field or when fields are under repair. In addition to having the use permit revoked, users may be held financially responsible for damages that are done to the park, playfield, or school grounds as a result of inappropriate or unauthorized use.
- 5) A field may not be reserved for an extended period of time except by Interscholastic and/or organized Winchester leagues.
- 6) Organizations, groups, and/or individuals using Town facilities are responsible for the proper use of them, supervision of activities, payment of damages, payment for police or fire protection where required, in accordance with established Town guidelines, regulations and bylaws.
- 7) Users are responsible for policing the area for debris and litter following each usage. **All litter and garbage must be taken with the user(s) when they leave each day.**
- 8) Barbecues, cookouts and open fires are not permitted on the parks, playfields, and/or school grounds unless special permission is granted, through the Recreation Department.
- 9) Fields will be monitored for appropriate usage and compliance with the stated rules and regulations of the Town.
- 10) No field shall be used prior to the second week in April or until the frost has come out of the ground in the Spring. No field shall be used later than the second week in November in the Fall. All summer activities (baseball, softball, soccer, etc.) shall end by August 31st.
- 11) The Winchester Police Department strictly enforce all parking restriction near or around the fields.
- 12) The Recreation Department reserves the right to consider all applications, reject, and/or make necessary changes in the event of an emergency.